
From: Ford, Mark
Sent: Wednesday, August 30, 2017 8:01 AM
To: Ragon, Derek; Townsend, MarkS; Harrison, Ben; Peycke, Mark
Cc: Shyu, Maggy; Carroll, Craig
Subject: Re: Shared mailboxes

Derek,

When the Harvey e-mail box be up and running and the Region instructed to start using? One message to everyone with clear instructions is critical to future document production.

Mark Ford
Senior Attorney/ORC
Superfund/FOIA

From: Ragon, Derek
Sent: Tuesday, August 29, 2017 9:18 PM
To: Townsend, MarkS
Cc: Shyu, Maggy; Carroll, Craig; Ford, Mark
Subject: Re: Shared mailboxes

Mark,

Ok, please work to have that resolved. EVERYONE in the field, comprising the majority of email traffic, will be outside our firewall and using some type of wireless connectivity.

Will be send a list of new mailboxes in the morning. For now, critical - add this one - R6HarveyInfo@epa.gov. Anyone in the region should be able to send mail to that box. It should also be able to receive mail from any external party, e.g. State employees, etc. NO ONE but I or the records contractors I designate (soon) should be able to COPY from that mailbox. It must be locked so that NOTHING is deleted from that mailbox.

Please let me know if any of this isn't clear. Sorry to be so demanding, but these instructions are critical and will enable us to legally defend our position on proper records management of this response.

Thanks,

Derek

Sent from my iPhone

On Aug 28, 2017, at 3:26 PM, Townsend, MarkS <Townsend.MarkS@epa.gov> wrote:

Derek,

Make sure your wireless is turn off or Cisco shows wired connection as they are opening here but real slow to do so here as well. Marcos is checking as we may have internet path issues. I have several that will not open here. I sent an email to cloud support just in case it is not our internet access as an issue.

Here is what a few look like as opened. See mailbox name above Inbox in the left view.

Mark S Townsend

Task Lead / Help Desk Support Services Specialist

Team Spry, a contractor for EPA Region6 Dallas TX

214-665-8103